

**SUBJECT:** Authorization to renew the Borough's Opentext Content Manager software with Information First under a three-year agreement covering July 1, 2026, through June 30, 2029; The total cost of the agreement is \$292,165.75, with annual payments subject to appropriation.

**AGENDA OF:** April 7, 2026

**ASSEMBLY ACTION:** Approved under the consent agenda 04/07/26 - BJH

**AGENDA ACTION REQUESTED:** Present to the Assembly for consideration.

Route To:	Signature
Originator	<div style="text-align: right; font-size: small;">3 / 23 / 2026</div> <div style="text-align: center;">X Dana Oliver</div> <div style="font-size: x-small; color: red;">Signed by: Dana Oliver</div>
IT Director	<div style="text-align: center;">X Leah Jones</div> <div style="font-size: x-small; color: red;">Signed by: Leah Jones</div>
Purchasing Director	<div style="text-align: right; font-size: small;">3 / 24 / 2026</div> <div style="text-align: center;">X R Krafft</div> <div style="font-size: x-small; color: red;">Signed by: R Krafft</div>
Finance Director	<div style="text-align: center;">X Cheyenne Heindel</div> <div style="font-size: x-small; color: red;">Signed by: Cheyenne Heindel</div>
Borough Attorney	<div style="text-align: right; font-size: small;">3 / 25 / 2026</div> <div style="text-align: center;">X Nicholas Spiropoulos</div> <div style="font-size: x-small; color: red;">Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div style="text-align: right; font-size: small;">3 / 25 / 2026</div> <div style="text-align: center;">X Michael Brown</div> <div style="font-size: x-small; color: red;">Signed by: Mike Brown</div>
Borough Clerk	<div style="text-align: right; font-size: small;">3 / 25 / 2026</div> <div style="text-align: center;">X Brenda J. Henry for</div> <div style="font-size: x-small; color: red;">Signed by: Brenda Henry</div>

**ATTACHMENT (S):** Fiscal Note

**SUMMARY STATEMENT:** The Borough uses Opentext's Content Manager software to fulfill the requirements of Borough Code 2.47.020 Boroughwide Records Management Program. This software provides the Borough with a records inventory and classification system, retention scheduling, records storage and conversion. The Borough has financial, business, legal and historical records that are kept within Content Manager according to the specified retention and classification schedules.

RECOMMENDATION OF ADMINISTRATION: Authorization to renew the Borough's Opentext Content Manager software with Information First under a three-year agreement covering July 1, 2026 through June 30, 2029. The total cost of the agreement is TWO HUNDRED NINETY-TWO THOUSAND ONE HUNDRED SIXTY-FIVE DOLLARS AND SEVENTY-FIVE CENTS (\$292,165.75), with annual payments subject to appropriation.

**MATANUSKA-SUSITNA BOROUGH**

**FISCAL NOTE**

Agenda Date: April 7, 2026

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FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$91,466.50 (total \$292,165.75 over 3 years)*	FUNDING SOURCE OIT Operating Budget
FROM ACCOUNT # 100.xxx.xxx 4xx.xxx	PROJECT
TO ACCOUNT:	PROJECT #
VERIFIED BY:  X <u>Liesel Zanto</u> <small>3 / 2 4 / 2 0 2 6</small> Signed by: Liesel Zanto	

**EXPENDITURES/REVENUES:**

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual		91.5*	97.0*	103.7*		
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
<b>TOTAL OPERATING</b>		<b>91.5*</b>	<b>97.0*</b>	<b>103.7*</b>		

CAPITAL						
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REVENUE						
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**FUNDING:**


(Thousands of Dollars)

General Fund		91.5*	97.0*	103.7*		
State/Federal Funds						
Other						
<b>TOTAL</b>		<b>91.5*</b>	<b>97.0*</b>	<b>103.7*</b>		

**POSITIONS:**

Full-Time						
Part-Time						
Temporary						

**ANALYSIS: (Attach a separate page if necessary) \*Subject to annual budget appropriation and acceptance**

APPROVED BY:	 X <u>Cheyenne Heindel</u> <small>Signed by: Cheyenne Heindel</small>
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